

Silver Spring Civic Building and Veterans Plaza

FY13 Community Access Pilot Program Qualifying Criteria

The group submits application as a local based non-profit or charitable organization or locally focused program.

Rationale: The reduced rate should be available to organizations whose mission focuses on service to the community or to the less advantaged members of the community, etc.

The group can provide proof of registration as a non-profit under the appropriate section of the IRS tax code 501(c)(3), (4), (6), (7), etc.

Rationale: This criterion ensures that only non-profits are able to take advantage of this opportunity.

The group is based in Montgomery County and/or its primary mission is to serve the residents of Montgomery County.

Rationale: The bulk of the funding for this building is from Montgomery County taxpayers. This criterion is not intended to eliminate groups whose purpose is focused on a wider, i.e., state or national, area of service if they have a significant presence, e.g., a chapter, in Montgomery County and are serving its residents.

Events shall be open to the public and/or designed to engage the community.

Rationale: In keeping with the County's objectives, events should be welcoming to all sectors of Montgomery County.

Process

- ☐ Applications will be received on a first-come, first-served basis.
- ☐ Organizations will apply through online applications at these Montgomery County departments' websites: Community Use of Public Facilities (CUPF) , Regional Centers and Department of Recreation.
- ☐ Pilot Program Review Committee will review applications and determine whether or not applicant qualifies based on the above criteria.
- ☐ Review Committee will notify group of decision and forward approved application to CUPF for processing/scheduling. Groups not approved for assistance may pursue facility use on their own directly through CUPF.
- ☐ CUPF will review final date/time and all event day logistics directly with the user.
- ☐ CUPF will handle all financial transactions including crediting the amount of fund approval granted to the group/organization by the Review Committee.

General Eligibility and other Requirements

- County based non-profit groups that are able to show evidence of their non-profit status.
- Various community groups (youth, faith based, art, cultural, clubs, sorority/fraternity, etc.) that are working on improving and/or positively impacting others in Montgomery County.
- Community groups partnerships with County Departments, Offices and Councilmember Offices.

- Civic Groups - including but not limited to homeowners associations, neighborhood associations, tenant associations, senior citizen groups, etc.
- Selected groups under this pilot program must sign a Facility Use License Agreement and comply with all applicable building use guidelines/requirements.
- Participation must be free of charge or at minimum cost to all participants.
 - The exception to the above requirement is when the event is a fundraising event for community use and/or benefit.
 - Private fundraising events will not be eligible for pilot program funds.
- For special events in the Great Hall or Veterans Plaza, or as required by the County due to associated risks, the user must provide a Certificate of General Liability Insurance naming the County as additional insured.
- Events that plan to serve alcoholic beverages may be approved to receive funds under this pilot program but no funds provided by the County may be used to purchase alcoholic beverages or be in any way associated with the sale or distribution of alcoholic beverages. The organization will be required to follow County policies on use of alcoholic beverages at events.